

Visitation Protocol Attachment to Policy 16.38

Type of Visit	Person Responsible for Ensuring Visit Takes Place	Time Frames	Purpose of Visit	Documentation (See policies 16.38 and 31.14)	Comments
FSW and Child placed at DCS Facility or DCS Resource Home	<ul style="list-style-type: none"> FSW and Management Staff. 	<ul style="list-style-type: none"> As frequent as necessary. The first visit should occur within 72 hours of any new placement and no less often than 6 times during the first two months the child is in a new placement (at least half of those occurring at the placement). Visits will occur two (2) times a month following the first two (2) months in the new placement. 	<ul style="list-style-type: none"> To ensure adjustment to placement. To monitor and ensure the child is receiving appropriate services. To determine that the child's needs are being met and services goals are being implemented. To assess the safety and well being of the child. To ensure actions that promote permanency are taken timely and professionally in order to support the expedited achievement of the permanency goal. 	<ul style="list-style-type: none"> Documentation is placed in the TN-Kids "Case Recording" icon that a private meeting outside of the presence of the resource parent or other caretaker, facility staff, and/or private provider has occurred (unless it involves an infant) and all pertinent issues to adjustment and treatment are discussed. 	<ul style="list-style-type: none"> Face-to-face visits with children may take place in the child's placement, at school if the child is of school age, in the FSW's office, or other appropriate setting. All visits shall include a private meeting between the DCS FSW and the child out of the presence of the resource parent or other caregiver, except in those cases in which the child is an infant. At least half of the monthly visits between the FSW and the child should occur in the child's placement. In most cases visits with children at school should be associated with prescheduled meetings. School should not be a common visitation

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					environment.
FSW and Child Served By Private Provider	<ul style="list-style-type: none"> FSW and Private Provider 	<ul style="list-style-type: none"> As frequent as necessary. The first visit should occur within 72 hours of a new placement and at least once a month, thereafter. The private provider case workers shall accompany the DCS FSW to these visits at least once every three (3) months in order to have discussions with resource parent/caregiver, the child and each other. 	<ul style="list-style-type: none"> To ensure adjustment to placement. To monitor and ensure the child is receiving appropriate services. To determine that the child's needs are being met and services goals are being implemented. To assess the safety and well being of the child. To ensure actions that promote permanency are taken timely and professionally in order to support the expedited achievement of the permanency goal. 	<ul style="list-style-type: none"> Documentation is placed in the TN-Kids "Case Recording" icon that a private meeting outside of the presence of the foster parent or other caretaker, facility staff, and/or private agency worker has occurred (unless it involves an infant) and all pertinent issues to adjustment and treatment are discussed. 	<ul style="list-style-type: none"> The worker-child visiting shall mean a face-to-face visit between the child's DCS FSW and the child in the child's placement. All visits shall include a private meeting between the DCS FSW and the child out of the presence of the resource parent or other caregiver, except in those cases in which the child is an infant. The child and the DCS FSW must also meet privately, away from facility staff of private provider staff. The quarterly visitation between the FSW, private provider case workers, resource parent/caregiver, and the child should occur in the resource home.
Child and Private	<ul style="list-style-type: none"> Private Provider 	<ul style="list-style-type: none"> As frequent as 	<ul style="list-style-type: none"> To ensure adjustment 	<ul style="list-style-type: none"> Placed in the TN- 	<ul style="list-style-type: none"> Visits may take

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Provider Worker		<p>necessary however No less often as 6 times during the first two months the child is in a new placement (at least 3 of those occurring at the placement).</p> <ul style="list-style-type: none"> Two (2) times a month following the first two (2) months in the new placement. Monthly visits should occur in the home of the private provider resource parent. 	<p>to placement</p> <ul style="list-style-type: none"> To assess the safety and well being of the child. To share all relevant and legally permissible information concerning the child. To ensure the child is receiving appropriate services. To determine that the child's needs are being met and services goals are being implemented. 	<p>Kids "Case Recording" icon that a private meeting outside of the presence of the foster parent or other caretaker, facility staff, and/or private agency worker has occurred (unless it involves an infant) and all pertinent issues to adjustment and treatment are discussed.</p>	<p>place in the child's placement, at school, in the FSW's office, or other appropriate setting.</p> <ul style="list-style-type: none"> The worker-child visiting shall mean a face-to-face visit between the child's private provider worker and the child. All visits shall include a private meeting between the private provider worker and the child out of the presence of the resource parent or other caregiver, except in those cases in which the child is an infant.
Birth Parent and Child	<ul style="list-style-type: none"> Assigned FSW, Management Staff, Parent, and other Child and Family Team Members 	<ul style="list-style-type: none"> As frequent as possible No less than 4 hours per month; Visits can and should occur more often. Visits can be modified due to court order specific to addressing 	<ul style="list-style-type: none"> Visits are important to reduce child's trauma due to separation from parent and family. Visits help to maintaining the parent-child-sibling relationship. Visits are essential to reunification and other forms of permanence. 	<ul style="list-style-type: none"> Documentation is placed in TNKIDS "case recordings" icon when a visit has occurred. Visitation plans and any modifications to prior visitation plans should be recorded in the Functional Family Assessment and addressed at 	<ul style="list-style-type: none"> The child's safety will be assured. Denial of visitation may not be used to manage behavior however, modifications in the visitation plan may therapeutically necessary. All Visitation plans must comply with

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		visitation. <ul style="list-style-type: none"> These visits should include all sibling's visits. 		the CFTM and documented on the CFTM summary Form. <ul style="list-style-type: none"> All court orders addressing visitation limitations should also be referenced in the legal section of the child's case file. 	any applicable court orders.
Resource Parent and Birth Parent	<ul style="list-style-type: none"> Assigned FSW, Management Staff, Resource Parent, Birth Parent, and Private Provider Case Worker, if applicable. 	<ul style="list-style-type: none"> As frequent as necessary To build a "helping relationship" between the Child and Family Team members. 	<ul style="list-style-type: none"> To ensure parent involvement, information sharing, and mentoring when necessary. To provide the birth parents with an opportunity to inform the resource parent of their child's specific needs, likes, dislikes and goals. To provide a learning environment for the birth parents so they can learn the positive parenting skills and alternate ways to discipline from the resource parents. The ability to work as a team in finding permanence for the child. 	<ul style="list-style-type: none"> Documentation of these visits and all discussions should be made in the TN-Kids "Case Recordings" icon as they occur. 	<ul style="list-style-type: none"> These visits can occur in the home of the birth parent, the home of the resource parent or in the community. Denial of visitation may not be used to manage behavior however, modifications in the visitation plan may therapeutically necessary.

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FSW and Resource Parent	<ul style="list-style-type: none"> Assigned FSW, Management Staff and Resource Parent. 	<ul style="list-style-type: none"> As frequent as necessary, but no less often than once a month. 	<ul style="list-style-type: none"> To build a “helping relationship” between these Child and Family Team members. To ensure the resource parents have the resources available to meet the needs of the child. To monitor service delivery and assess the safety and well being of the child. To support the resource parent as they care for the child. To ensure actions that promote permanency are taken timely and professionally in order to support the expedited achievement of the permanency goal. 	<ul style="list-style-type: none"> Documentation of these visits and all discussions should be made in the TN-Kids “Case Recordings” icon as they occur. 	
Child/Youth from Another State	<ul style="list-style-type: none"> FSW and Management Staff. 	<ul style="list-style-type: none"> Face-to-Face contact as required for other children/youth in the custody of DCS. 	<ul style="list-style-type: none"> To ensure adjustment to placement. To monitor and ensure the child is receiving appropriate services. To determine that the child's needs are being met and services goals are being implemented. 	<ul style="list-style-type: none"> Placed in the TN-Kids “Case Recording” icon that a private meeting outside of the presence of the foster parent or other caretaker, facility staff, and/or private agency worker has occurred 	<ul style="list-style-type: none"> May take place in the child's placement, at school, in the FSW's office, or other appropriate setting. Quarterly documentation of progress reports. See the ICPC

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			<ul style="list-style-type: none"> To assess the safety and well being of the child. To ensure actions that promote permanency are taken timely and professionally in order to support the expedited achievement of the permanency goal. 	(unless it involves an infant) and all pertinent issues to adjustment and treatment are discussed.	Practice and Procedures Manual for additional information.
Resource Parent and Resource Parent Support & Assessment Worker	<ul style="list-style-type: none"> Resource Parent Support and Assessment Worker 	<ul style="list-style-type: none"> Once Monthly face-to-face contact with the resource parent in their home. 	<ul style="list-style-type: none"> To determine the home is reassessed in a timely manner and the resource parent needs are being met. To share all relevant and legally permissible information concerning the child. To evaluate safety, needs, and well-being of child and family. To monitor service delivery and achievement of service and permanency plan goals. To assist the resource parent in linkage to any service they may need in order to adequately and safely provide a home for foster children. These services may include 	<ul style="list-style-type: none"> Documentation will include a monthly progress note, handwritten in the resource parent file. Documentation may also be made on CS-0709, Resource Home recording form. This note will be written in the PC-Cop format. Other notations should be made when phone calls occur and or correspondence is sent to the home. 	<ul style="list-style-type: none">

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			referral to mental health counseling services, medical doctors or other supportive services.		
Trial Home Visits	<ul style="list-style-type: none"> DCS FSW and Child and Family Team 	<ul style="list-style-type: none"> Three (3) face to face visits per month for the first month. Two (2) face to face visits for any remainder of the trial home visit. 	<ul style="list-style-type: none"> FSW shall visit with the child outside the parent or caretaker's presence. To ensure that the conditions that lead to the child's custody have been addressed. To confirm that the child is safe in his environment. FSW shall have once monthly visits with the private provider during the trial home visit. FSW will also visit a school age child in his/her school once monthly during the trial home visit. FSW will interview child's teacher to ascertain that progress in school remains appropriate. To ensure that all services needed by the child and family are arranged and are 	<ul style="list-style-type: none"> Documentation is placed in TNKIDS "case recordings" icon when a visit has occurred. Visitation plans and any modifications to prior visitation plans should be recorded in the Functional Family Assessment and addressed at the CFTM. All court orders addressing visitation limitations should also be referenced in the legal section of the child's case file. 	<ul style="list-style-type: none"> Follow-up documentation of a successful trial home visit, for Court, will be necessary to exit a child from DCS custody to that of their caretaker.

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			effective.		
FSW & Birth Parent(s)	<ul style="list-style-type: none"> DCS FSW and the Birth Parents 	<ul style="list-style-type: none"> Once monthly Face to face contacts with the birth parents in their home. 	<ul style="list-style-type: none"> FSW shall visit the birth parents in their residence in order to monitor progress of birth parents on Permanency Plan action steps. FSW will observe and monitor ongoing progress of the birth parents/caregiver within the home setting, potential items to monitor: A&D issues, domestic abilities, safety issues etc. FSW and Birth Parent will discuss ongoing needs of the children and what services may still be needed. 	<ul style="list-style-type: none"> Documentation is placed in TNKIDS"case recordings" icon when a visit has occurred. Visitation plans and any modifications to prior visitation plans should be recorded in the Functional Family Assessment and addressed at the CFTM. 	<ul style="list-style-type: none"> These visits should encompass ongoing discussion preparing the birth parents for reunification.

Glossary:	
New Placement	Either the child's entrance into custody in a resource home or facility operated by DCS or under a private provider agency or any placement that is different from the immediately prior placement
Private Provider Worker	Any employee of a Private Agency that has been contracted by the Department of Children's Services to provide Case Management services and functions in the role as a DCS Family Service Worker.